

Reclamation Manual

Directives and Standards

Subject:	Power Review of Operation and Maintenance (PRO&M) Program
Purpose:	The PRO&M Program provides periodic assessments of each power facility and associated facility to evaluate the application, implementation and effectiveness of the power operations and maintenance (PO&M) program. The Bureau of Reclamation benefits from this Directive and Standard (D&S), through its evaluation of PO&M performance and accomplishments, which establish internal controls, consistency and accountability throughout the power program.
Authority:	Reclamation Project Act of 1902 (Act of June 17, 1902, 32 Stat. 388); the Town Sites and Power Development Act of 1906 (Act of April 16, 1906, ch.1631, 34 Stat. 116); Reclamation Project Act of 1939 (Act of August 4, 1939, ch.418, 53 Stat. 887); the Flood Control Act of 1944 (Act of December 22, 1944, ch.665, 58 Stat. 887); the Department of Energy Act of 1977 (Act of August 4, 1977, Pub. L. 95-91; 91 Stat. 565); Energy Policy Act of 2005 (Act of August 8, 2005, 119 Stat. 594); and acts relating to individual dams or projects.
Approving Official:	Senior Advisor Hydropower
Contact:	Power Resources Office (PRO) (86-61000)

1. **Introduction.** Reclamation Manual Policy, *Hydroelectric Power* (FAC P04), establishes requirements to conduct power program reviews. This D&S establishes uniform program requirements for PRO&M facility reviews, how they are funded, reported, and conducted. Reviews provide reasonable assurance that laws, regulations, standards and PO&M Program requirements are implemented. Cost-effective methods and best practices are shared throughout Reclamation.
2. **Applicability.** This release is applicable to any Reclamation office or employee engaged in and/or supporting Reclamation owned and operated hydroelectric power projects.
3. **Requirements and Responsibilities.** The Senior Advisor, Hydropower will ensure PRO&M Program requirements are established and implemented, and regional directors will ensure PRO&M Program requirements are implemented within their respective region. The PRO&M Program Manager must maintain the Comprehensive Facility Review (CFR) and Periodic Facility Review (PFR) review schedule. If a review cannot be completed in the year it is scheduled, the PRO must be contacted.
 - A. **Conducting Reviews.**
 - (1) The Senior Advisor, Hydropower must ensure all power facilities receive a CFR every 6 years, alternating with the PFR.

Reclamation Manual

Directives and Standards

- (2) Regional directors must ensure all power facilities in their region receive a PFR every 6 years, alternating with the CFR.
 - (3) Area managers must ensure all power facilities in their local operating office receive an Annual Facility Reviews (AFR) on the years when a CFR or PFR is not conducted.
- B. **Review Process.** Facilities will be reviewed per methods set forth in Facilities Instructions, Standards, and Techniques Volume 6-5, *Power Review of Operations and Maintenance Program* (FIST 6-5).
- C. **Review Teams.** Each region, area office with power facilities, the PRO and the Technical Service Center (TSC) must provide PRO&M reviewers in support of the PRO&M Program.
- D. **Recommendations.** If deficiencies are identified during a review, the recommendations will be developed, documented and tracked as defined in Reclamation Manual D&S, *Power Recommendations Tracking* (FAC 04-02).
- E. **Funding the PRO&M Program.** The review program is considered to be part of the PO&M Program for each facility and is funded accordingly.
- (1) **Area Offices.** Area offices are required to fund AFRs, PFRs and CFRs. Area managers must budget and allocate funds to support these reviews (i.e., review team labor costs, pre-visit preparation, onsite visits, travel, per-diem, and report preparation). TSC reviewers will establish a service agreement with the area office or facility for TSC costs associated with PRO&M reviews.
 - (2) **Power Program Services (PPS).** Core support service costs for the PRO&M Program that cannot be allocated to specific facilities are funded through PPS via the PRO.
 - (3) **Shadow Reviewers.** Labor and travel costs for shadow reviewers are funded by the shadow reviewer's home office. For TSC personnel, shadow costs will be covered under the PPS agreement with the PRO.
 - (4) **Outside Agencies.** Observers, in a non-reviewer status, from outside agencies (US Army Corps of Engineers, Western Area Power Administration, Bonneville Power Administration, stakeholders) may attend reviews as approved by the PRO, region or facility management. Costs of observers or shadows from the outside are funded entirely by those groups.

Reclamation Manual

Directives and Standards

4. **PRO&M Steering Committee.**

- A. The Manager, PRO, sponsors the PRO&M Steering Committee. The steering committee, facilitated by the PRO&M Program Manager, must provide information, advice, and recommendations pertaining to the direction of the PRO&M Program to ensure its continued effectiveness for the benefit of Reclamation and its power customers.
- B. The committee will consist of ten members: two from PRO, one representative from each region, two members from the TSC (86-68400: Electrical and Mechanical) and one regional power business line manager. The US Army Corps of Engineers PRO&M Chairperson will be invited to attend the meetings.
- C. The Steering Committee must:
 - (1) evaluate emerging and key systemic issues, and work to continually improve the PRO&M Program;
 - (2) develop and facilitate PRO&M reviewer training; and
 - (3) maintain and update the PRO&M reviewer list.

5. **Annual Facility PO&M Reporting.**

- A. Area managers must complete an annual facility PO&M report for each of their power facilities and provide the reports to the regional power business line manager. The annual report will provide an overview of PO&M activities to include accomplishments, goals, compliance with technical standards, safety, security, environmental compliance, and associated programs. The PRO will provide a template for area office use.
- B. The regional power business line manager will submit the completed annual facility PO&M reports to the PRO by December 15 each year.

6. **Regional PO&M Meeting.**

- A. Regional directors will conduct a regional PO&M meeting with area managers responsible for power facilities; regional power business line manager; the Manager, PRO; the Senior Advisor, Hydropower; and the Deputy Commissioner, Operations, or designee.
- B. The meeting will cover information from the annual facility PO&M reports, proposed program improvements, efficiencies, best practices and any other topic that may be beneficial for the group to discuss.

Reclamation Manual

Directives and Standards

7. **Reclamation PO&M Summary Report.**

- A. The Manager, PRO, will draw on annual facility PO&M reports to develop the annual Reclamation PO&M summary report for Reclamation's Power Program each year.
- B. The Senior Advisor, Hydropower, will distribute the report to the Deputy Commissioner, Operations and regional directors.

8. **Definitions.**

- A. **Annual Facility Review or AFR.** A review performed by local operating office personnel.
 - B. **Comprehensive Facility Review or CFR.** A comprehensive review performed by personnel external to the region.
 - C. **Periodic Facility Review or PFR.** A periodic review performed by personnel internal or external to the region.
 - D. **Shadow Reviewers.** Personnel who are training to become a PRO&M reviewer.
9. **Review Period.** The originating office will review this release every 4 years.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____